



Voicemail User Reference

To log in for the first time:

1. Hit your message button or dial ***17**.
2. If you are dialing from your own extension, press **#**. Otherwise enter your extension number and press **#**.
3. Enter temporary password 843251 and press **#**
4. Record your name when you are prompted. You can record your name again at a later date.
5. Press **1** and at the tone, speak your name.
6. Press **1** again. Your recording is played back.
7. Either press **#** to accept the recording or **1** to record again.
8. After you log in, the voice prompts tell you what to do.

Basic Mailbox Options

- Press **2** to get messages
- Press **3** to record or change greeting
- Press **5** to change password and record name
- Press ***4** for help at any time.
- Press ***7** to return to the activity menu.
- Press **#** at the end of a menu to return to the previous menu.